Learning & Development
Course Catalog

Our strategy is to provide professional and leadership development at all levels that is linked directly to supporting the university's **Mission, Vision, and Values**; as well as, the promotion and execution of development programs at all career stages.

CU Human Resources
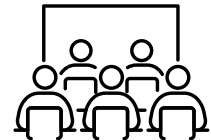UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

LEARNING AND DEVELOPMENT

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L&D Programs and Logistics

University staff and faculty

These courses are appropriate for all members of the university staff and /or faculty.

University staff and faculty
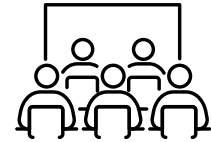
These courses are appropriate for all members of the university staff and /or faculty.

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University managers and supervisors

These courses are appropriate for managers and supervisors and anyone who is hoping to take on a leadership position.

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University teams

These courses are appropriate for teams to complete together.

HR Business Partners

These courses are meant for members of the Human Resources (HR) community.

Course Catalog
ICON LEGEND

Course Objectives

Outlined objectives represent the skills and abilities you are expected to acquire upon completion of the course.
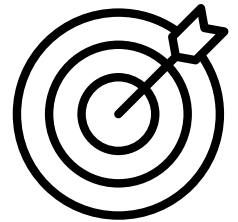
Pre-Requisites / Pre-Work

This section outlines any prerequisites required for enrollment and the anticipated time commitment for pre-work prior to starting the course. Details of this will be sent prior to the date of the course.
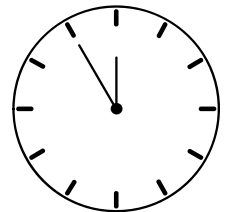
Audience

This section outlines the target audience for the course.

Registration Information

This section provides registration options. Some courses are offered via the general course calendar and registration can be completed in Percipio using the embedded link or by searching the course title within Percipio. You can also request an on-demand offering of the course by completing the linked Custom Request Form.

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LEARNING AND DEVELOPMENT

L&D General Coursework
COMPETENCIES

Courses align with specific competencies, each containing sub-competencies listed as bullet points.

Managing the Organization

The ability to direct and contribute to initiatives and process within the organization.

Leading Self

The ability to manage our behaviors, thoughts, and emotions in a conscious and productive way.
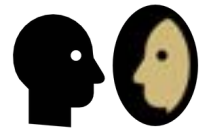
Leading Others and Teams

The ability to manage interactions to provide service and to support the organization.
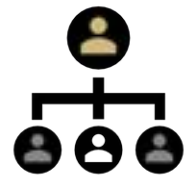
Leading Programs and Projects

The ability to effectively plan, execute and complete projects.

Learning & Development
PATHWAYS

Pathways are the professional development programs and resources the L&D Team has curated to empower participants in gaining competencies necessary for career advancement. Each program has been carefully curated to help participants enhance specific competencies essential for success in various roles.

Manager Certification - Cohort

The Manager Certification Cohort program offers an in-person experience designed to equip participants with leadership foundational skills and knowledge.

Manager Certification - Self Paced

The self-paced Manager Certification Program is designed to empower aspiring and existing supervisors and managers with an online curriculum designed to hone essential skills and knowledge in a flexible setting.

Learning & Development
PATHWAYS

HR Professional Development

The HR Professional Development Program is designed to equip early and mid-career HR professionals across the CU Anschutz Medical Campus with the essential skills and knowledge to excel in their roles.
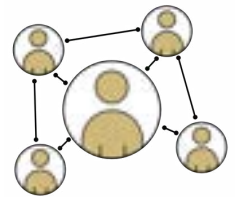
Administrative/Executive Assistant

The Administrative/Executive Assistant Professional Development Program provides multiple self-paced resources to help address specific needs and empower individuals to take control of their professional journey.

CU Manager Essentials

The CU Manager Essentials Program offers a collection of curated materials tailored for both new and existing CU supervisors and managers.

Cancellation
POLICY

Courses with No Cost

We request that you withdraw from a training session as soon as you know you are unable to attend. This allows someone from the waitlist to be enrolled in the session and gives facilitators time to prepare. Once a session is closed for self-enrollments, you will be unable to withdraw yourself and we ask that you email HR.TrainingRegistration@cuanschutz.edu instead.

Our Percipio Learner's Guide instructs on how to manage self-enrollments in Percipio, including withdrawing.

Courses with a Cost

Learning and Development will confirm your attendance and speedtype prior to the session with the most current pricing information. If you do not confirm, you will be withdrawn from the session. If you confirm attendance, the speedtype provided will be charged for the course and materials ordered. After the confirmation, there is no option for a refund.

If you need to cancel your registration after you've confirmed but prior to receiving the materials, we will issue a credit for that course. The credit may be applied towards a registration for a future session of that course, redeemable by you or someone else in your department using the same speedtype. This credit will remain active for a year.

If you need to cancel your registration after you've confirmed and have received the materials, we will issue a credit for only you. You must then register for a future session of that course within a year.

If you are a no show, neither you nor your department will be issued a credit. If the course has materials that are distributed during class, you will not be entitled to receive the materials. To avoid this, please notify us prior to the class start date that you are unable to attend.

Activating the Credit

In order to apply the credit, you or your colleague that has enrolled in the future session must immediately notify HR.TrainingRegistration@cuanschutz.edu.

4 Disciplines of Execution

4 Contact Hours   Cost: $0

This interactive course guides you in removing the distractions of the day-to-day tasks in your day job and being able to focus on 'Wildly Important Goals' and execute these excellently. This course helps managers move from strategy to execution.

The objective of the 4DX process is to teach leaders how to help their teams execute on their highest priorities in the midst of the whirlwind of the day-to-day. We find that by not just teaching 4DX to leaders, but teaching them to teach and implement the process with their teams, they "own the process" at a deeper level and the results are often groundbreaking.

Course Objectives:

- Clearly identify goals and priorities
- Identify and organize individual actions
- Track actions and achievements
- Apply simple processes that highlight successes, analyze failures, and course-corrects as necessary.

Competencies

- Managing the Organization
  - Setting Vision and Strategy, Managing the Work
- Leading Programs and Projects
  - Project Management

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- Supervisors/managers
- Employees responsible for setting department goals

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

5 Choices of Extraordinary Productivity

5 Contact Hours   Cost: $180

Each day brings with it a new wave of urgencies that compete for our attention. Texts, emails, calls, meetings and more, all converge on our already full schedules. The result is a sense of being busy without being productive, which leaves people feeling burned out and unfulfilled. The sheer volume of daily distractions threatens our ability to think clearly and to make wise decisions about what is important.

This interactive and dynamic course empowers individuals with clear discernment to avoid distractions and to accomplish the goals that matter most in their professional and personal lives.

Course Objectives:

- Discern the important from the less important
- Identify and utilize a framework of what success looks like in your current role
- Identify tips and tools that can help you plan weekly and daily to execute excellence
- Identify tips and tools that can help you plan weekly and daily to execute excellence
- Recognize how technology can work for you
- Apply simple yet critical ways of increasing energy to make good decisions and feel more accomplished each day.

Competencies

- Leading Self
  - Managing Effort and Energy
- Leading Programs and Projects
  - Project Management

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](#)

*Prices are subject to change and may vary depending on the purchase of a Franklin Covey All-Access Pass.

LEARNING AND DEVELOPMENT

6 Critical Practices for Leading Teams

7 Contact Hours   Cost: $180

Leading a team requires a different skillset than working as an individual contributor. To succeed in the face of new challenges this course provides insight into the mindsets, skillsets, and toolsets required to help supervisors excel in this sometimes tough and demanding role.

This interactive and dynamic course helps individuals transition successfully from an individual contributor to a leader of others. It also applies to leaders who have been in their roles for some time and are looking for practical and relevant guidance on how to effectively lead and manage their teams.

Course Objectives:

- Explore the critical mindset shifts that will maximize your success as a leader of others.
- Conduct regular meetings to increase team engagement.
- Create clarity about team goals and results; delegate responsibility to team members while providing the right level of support.
- Use feedback to develop team member confidence and competence.
- Identify specific actions to help team members navigate and accelerate through change and achieve better performance.
- Use weekly planning to focus on the most important priorities and strengthen your ability to be an effective leader by applying the 5 Energy Drivers.

Competencies

- Leading Self
  - Managing Effort and Energy
- Leading Programs and Projects
  - Project Management

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- Supervisors/managers
- Individuals looking to take on supervisor/manager roles

Register Now!

- [Request an on-demand offering](#)

*Prices are subject to change and may vary depending on the purchase of a Franklin Covey All-Access Pass.

Appreciation in the Workplace

2 Contact Hours   Cost: $0

A survey by the Society of Human Resource Management (SHRM) shows that employee recognition and engagement are key to retaining good employees. And, according to research conducted by the US Department of Labor, 64% of Americans who leave their jobs say they do so because they don't feel appreciated. Personally relevant and authentic appreciation leads to employee engagement, a positive culture, lower turnover and absenteeism, higher productivity and impacts the bottom line. This workshop utilizes the concepts from the book "The 5 Languages of Appreciation in the Workplace – Empowering Organizations by Encouraging People" to understand the impact communicating authentic appreciation can have on an individual, team and organization.

Course Objectives:

- Understand the impact appreciation has on individuals, teams, and organizations
- Describe the difference between recognition and appreciation
- Identify their primary appreciation language
- Understand potential blind spots to your least valued language
- Identify ways to show appreciation in a remote/hybrid environment

Competencies

- Leading Self
  - Exhibiting Leadership Stature
- Leading Programs and Projects
  - Project Management
- Leading Others and Teams
  - Communicating Effectively, Building Trust, Developing Others, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Request an on-demand offering

Articulating Your Success

1.5 Contact Hours   Cost: $0

Do you struggle with how to confidently and concisely articulate your accomplishments? Well, you are not alone. When it comes time to share our accomplishments during our annual performance review or during progress check-ins with our supervisors we may struggle with what to write or say. This workshop will provide tips on how to do both and provide a framework for developing an action plan for creating a successful written summary of your accomplishments.

Course Objectives:

- Describe why it is difficult to articulate accomplishments and successes to others – especially during performance evaluations
- Identify tips for writing effective accomplishment summaries

- Identify tips for speaking confidently about personal success
- Develop an action plan for creating a successful written summary of accomplishments and successes

Competencies

- Leading Self
  - Displaying Drive and Purpose, Managing Yourself, Increasing Self-Awareness, Developing Adaptability

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](.)

Change: Turning Uncertainty into Opportunity

7 Contact Hours   Cost: $180

This interactive course is about how to lead the individuals on your team through change. In this workshop you will learn key ideas that help you prepare for changes and diagnose when things go wrong. You will also work with tools you can use on your own or with your team to lead them through important changes.

Course Objectives:

- Recognize common human reactions to change
- Use tools to prepare for change, clarify an upcoming change, successfully persist through obstacles of change, and explore possibilities created by change
- Develop empathic, two-way dialogue skills to help team members gain clarity about any given change

- Recognize that leaders are key to change failure or success and that results are achieved only through addressing the human needs, not just the business needs during times of change
- Use tools to engage team members and help them persist through obstacles of change
- Inspire teams to explore innovative opportunities beyond the original change

Competencies

- Managing the Organization
  - Managing Change, Solving Problems and Making Decisions, Influencing Others, Taking Risks and Innovating, Setting Vision and Strategy, Managing the Work, Understanding and Navigating the Organization

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](#)

*Prices are subject to change and may vary depending on the purchase of a Franklin Covey All-Access Pass.

Clifton StrengthsFinder - Individual Coaching

1 Contact Hour	Cost: $25 (assessment)*

The Learning and Development team is happy to offer a coaching call to individuals who complete the Top 5 CliftonStrengths assessment on their own through Gallup. Please see Gallup.com for more information on purchasing and completing assessments. Codes can be purchased on their website or are provided in the Strengthsfinder 2.0 book.

Course Objectives:

- Explain their top five talents to others
- Identify strategies to develop talents into strengths
- Develop a plan to put your strengths into action
- Compare 'balconies' & 'basements' associated with each strength
- Recognize your top five talents and discover their meaning

Competencies

- Leading Self
  - Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 30 - 45 minutes / self-assessment

Attendees

- University staff and faculty

Register Now!

- Request an on-demand offering

*Price subject to change

LEARNING AND DEVELOPMENT

Clifton StrengthsFinder - Teams

3 Contact Hours   Cost: $25 per person*

This interactive and engaging workshop helps teams harness the power of the Clifton Strengths assessment to help discover and leverage unique strengths. By understanding and appreciating each other's strengths, your team can seek ways to improve collaboration, communication, and overall performance.

Course Objectives:

- Define basic components of a Strength
- Review individual Strengths Report
- Discuss ways to successfully leverage your strengths
- Compare 'balconies' & 'basements' associated with each strength
- Understand the Strengths Based Team Model

Competencies

- Managing the Organization
  - Influencing Others
- Leading Self
  - Exhibiting Leadership Stature, Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability
- Leading Others and Teams
  - Communicating Effectively, Building Trust, Developing Others, Valuing Diversity, and Inclusion, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 30-45 minutes / self-assessment

Attendees

- University teams

Register Now!

- [Request an on-demand offering](#)

*Price subject to change

Communicating as a Leader

Communicating as a Leader	2 Contact Hours Cost: $0

Moving from an individual contributor (the doer)to a lead/management position is more than a step up the ladder, but a jump to an entirely new ladder in terms of skills, motivations, perspectives, responsibilities, and impact to the organization. This seminar helps you to identify key skills for communicating to others in your new role.

Course Objectives:

- Recognize the skills needed to transition from an individual contributor to a person leading others
- Identify common mistakes made by new leaders
- Understand the role communication plays – both verbal and non-verbal
- Identify the importance of email communication and common guidelines for writing effective emails

Competencies

- Leading Self
  - Exhibiting Leadership Stature, Managing Yourself, Increasing Self-Awareness
- Leading Others and Teams
  - Communicating Effectively

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- Individuals who have recently taken on the position of leading others or individuals preparing for a lead role in the near future.

Register Now!

- [Register in Percipio](#) (portal login required)
- [Request an on-demand offering](#)

Conflict Resolution Styles - Using the TKI

3 Contact Hours   Cost: $0

This interactive course helps individuals understand the five modes of conflict resolution and your preferred mode for handling most conflict. During this course we will explore the benefits, costs and what it looks like when you over or under use each style.

Course Objectives:

- Define what conflict is and is not
- Identify your conflict style(s)

- Recognize the conflict styles of others
- Assess conflict situations

Competencies

- Leading Self
    - Exhibiting Leadership Stature, Increasing Self-Awareness, Developing Adaptability

- Leading Programs and Projects
    - Negotiation and Persuasion

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Fundamentals of Continuous Improvement Methodology and Culture

2 Contact Hours   Cost: $0

The focus of continuous improvement is to increase efficiency across campus so that we can better serve our students, improve workplace satisfaction and be agile as we face the current and future challenges of higher education. This course is designed to provide a foundational understanding of continuous improvement culture and mindset and how those concepts can be applied to our daily work.

If you enroll in the CI Learning Program in Percipio, you will be able to print a Continuous Improvement Foundations Certificate once you complete all 3 courses.

Course Objectives:

- Identify continuous improvement in higher ed
- Describe the fundamental concepts of process improvement methodology and characteristics of a lean culture

Competencies

- Managing the Organization
  - Managing Change, Solving Problems and Making Decisions, Influencing Others, Managing the Work
- Leading Programs and Projects
  - Critical Thinking, Problem Solving, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Introduction to Continuous Improvement Tools for Application

3 Contact Hours   Cost: $0

Building on the fundamentals course, this course will focus on learning tools that apply the continuous improvement framework to problem-solving. We will utilize the Plan-Do-Check-Act framework and introduce other tools that can be applied immediately in your workplace.

If you enroll in the Learning Program in Percipio, you will be able to print a Continuous Improvement Foundations Certificate once you complete all 3 courses.

Course Objectives:

- Identify waste and value-added steps in your work
- Apply lean thinking tools for problem-solving

Competencies

- Managing the Organization
  - Managing Change, Solving Problems and Making Decisions, Influencing Others, Managing the Work
- Leading Programs and Projects
  - Critical Thinking, Problem Solving, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** Fundamentals of Continuous Improvement Methodology and Culture or equivalent fundamentals/introductory training of continuous improvement.
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Continuous Improvement: Understanding Current State

3 Contact Hours   **Cost: $0**

In order to solve complex problems and develop solutions, we first need a clear picture and understanding of what the issue is. This course will focus on how to capture the current state in service of understanding project scope and set the path towards building impactful solutions.

If you enroll in the CI Learning Program in Percipio, you will be able to print a Continuous Improvement Foundations Certificate once you complete all 3 courses.

Course Objectives:

- Apply tools for projects scoping and visualizing current state

Competencies

- Leading Self
  - Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability

- Leading Others and Teams
  - Communicating Effectively, Building Trust, Building and Maintaining Relationships
- Leading Programs and Projects
  - Critical Thinking, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** Fundamentals of Continuous Improvement Methodology and Culture or equivalent fundamentals/introductory training of continuous improvement.
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

LEARNING AND DEVELOPMENT

Creative Problem Solving

2 Contact Hours   Cost: $0

In this course, we'll unravel the secrets of effective problem-solving. Participants will learn how to apply a problem-solving model, master the art of asking the right questions, and ignite creativity to generate fresh ideas. Instructors will guide participants to think 'outside the box' and show new avenues to boost thinking skills.

Course Objectives:

- Describe problem solving model
- Understand the importance of asking the right questions
- Develop ways to generate new ideas
- Understand the importance of thinking "outside the box"
- Find new ways to develop thinking skills

Competencies

- Managing the Organization
  - Solving Problems and Making Decisions, Taking Risks and Innovating

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- Request an on-demand offering

LEARNING AND DEVELOPMENT

Creativity Bootcamp

2 Contact Hours   Cost: $0

In this course, we'll dive into the concept of creativity. Creativity is a skill - one that can be developed with practice. In this engaging, hands-on course, our instructors will guide individuals through five interactive training exercises that will help boost creative output and produce even more innovative ideas.

Course Objectives:

- Recognize common misconceptions about creativity
- Define creativity
- Learn the hidden value of the "silly idea"
- Discover and practice three bootcamp commands for energizing the creative process

Competencies

- Managing the Organization
  - Managing Change, Solving Problems and Making Decisions, Taking Risks and Innovating
- Leading Programs and Projects
  - Critical Thinking, Problem Solving, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](#)

Creating a Culture of Empowerment

3 Contact Hours   Cost: $0

Have you dealt with workplace issues like team conflicts, a micromanaging boss, or organizational changes? If so, you've witnessed organizational drama firsthand. This not only leads to inefficiency, frustration, and waste but also carries significant personal costs.

By focusing on 3 Vital Questions—1) Where are you focusing your energy? 2) How are you connecting with others? and 3) What actions are you taking?—you can transform this drama into empowerment and enhance your organization's effectiveness. This shift can foster a culture focused on outcomes, innovation, and service, develop proactive leaders, boost employee engagement, and drive sustainable change.

Join this interactive course to learn how a shared language can cultivate a culture of empowerment.

Course Objectives:

- Describe the impact drama has on the workplace
- Describe the difference between DDT and TED*
- Build a common language for working with others to build trust and empowerment within their teams
- Create an action plan to break free from the drama triangle to be more empowering

Competencies

- Leading Self
    - Capacity to Learn, Managing Yourself
- Leading Others and Teams
    - Communicating Effectively, Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](#)

LEARNING AND DEVELOPMENT

Crucial Accountability

12 Contact Hours

Cost: $235 in person (includes lunch), $180 virtual*

This training teaches a straightforward, step-by-step process for identifying and resolving performance gaps, strengthening accountability, eliminating inconsistency, and reducing resentment. It uses video, group discussions, skill practice, and real-life application to make the course both entertaining and engaging. Attendees will have the opportunity to gain a refresher on the Crucial Conversations techniques and how Crucial Accountability builds upon them.

Course Objectives:

- Discuss expectations in a way that yields two-way accountability and allows further progress to be made
- Apply skills that lead to faster problem solving, decision-making, and conflict resolution
- Apply skills to improve relationships and productivity

Competencies

- Managing the Organization
  - Influencing Others
- Leading Others and Teams
  - Communicating Effectively, Developing Others, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** Crucial Conversations
- **Pre-Work:** 10 – 15 minutes

Attendees

- Supervisors/managers

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

*Price subject to change

Crucial Conversations

16 Contact Hours

Cost: $300 in person (includes lunch), $250 virtual*

This 16-contact hour training teaches skills for communicating when stakes are high, opinions vary, and emotions run strong. Based on the national best-selling book Crucial Conversations: Tools for Talking when the Stakes are High, the Crucial Conversations course teaches participants to speak persuasively, not abrasively; foster teamwork and better decision-making; build acceptance rather than resistance; and resolve individual and group disagreements.

Course Objectives:

- Make high-quality decisions and act on those decisions with unity and commitment
- Manage difficult situations such as:
  - People who cannot resolve conflicts or come to an agreement
  - People who withhold feedback and important information from management
  - Environments that seem emotional and political

Competencies

- Leading Self
  - Capacity to Learn, Managing Yourself, Increasing Self-Awareness
- Leading Others and Teams
  - Communicating Effectively, Developing Others

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 10 – 15 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

*Price subject to change

DISC - Leadership Styles	3 Contact Hours	Cost: $0

The DISC Leadership Assessment identifies your natural leadership strengths and development areas. Confident leaders are self-aware of how they prefer to lead and how others perceive their leadership style to make necessary adjustments to be more effective. This course provides you with candid feedback and a road map to make decisions on how to adjust attitudes and behaviors to be more successful with your personal interactions.

This interactive course will provide Information on leadership style associated with the four DISC styles, how to identify the styles of your employees and how to adjust your style to be a more effective and successful leader.

Course Objectives:

- Understand the DISC styles
- Identify your leadership style
- Identify the DISC style of your staff
- Adjust your style to be a more effective leader

Competencies

- Leading Self
  - Exhibiting Leadership Stature, Managing Yourself, Increasing Self-Awareness, Developing Adaptability
- Leading Others and Teams
  - Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes / self-assessment

Attendees

- Supervisors/managers

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Employee Leave - Informational Session

| | 1 Contact Hour | Cost: $0 |

These informational sessions are designed to assist managers, supervisors, HR Business Partners, Payroll Liaisons, and Administrators, in navigating the complexity of employee leave. This 1-hour session will involve a 30-minute presentation related to employee leave including sick leave, Family Medical Leave (FML), Parental Leave, and when to refer employees to other processes. The second half of the session will be more "workshop" style to be used for discussion and question-and-answer. This session is intended to further discussions from, "Working with Employees with Heath Conditions", and to foster conversations about the workplace/current issues you might face.

These are highly interactive and dynamic sessions so please bring questions or scenarios you would like to discuss!

Course Objectives:

- Identify the basics of sick leave, FML, parental leave, and when to seek additional assistance.

Competencies

- Managing the Organization
  - Business Acumen, Understanding and Navigating the Organization
- Leading Others and Teams
  - Valuing Diversity and Inclusion

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None. Employees are encouraged to also attend Working with Employees with Health Conditions.
- **Pre-Work:** If applicable, prepare questions or scenarios you would like to discuss.

Attendees

- Supervisors/managers
- HR/payroll liaisons

Register Now!

- Register in Percipio (portal login required)

Essential Leadership Practices for Team Success

7 Contact Hours   Cost: $0

Effective leadership is the key to unlocking team success. This course provides leaders with the insights, skills, and tools needed to guide their teams toward high performance. Participants will explore essential leadership practices, including fostering collaboration, motivating team members, and navigating challenges with confidence. Whether you are refining your leadership approach or seeking practical strategies to elevate your team's performance, this interactive course offers relevant guidance for creating a cohesive and successful team.

Course Objectives:

- Identify key leadership practices that contribute to building high-performing, cohesive teams through collaboration and motivation.
- Develop strategies for effective team communication that foster trust, accountability, and a shared vision within diverse team environments.
- Apply motivational techniques to inspire team members, enhance engagement, and drive collective success while addressing individual needs.
- Implement problem-solving frameworks to navigate leadership challenges and guide teams confidently through conflict and change.
- valuate personal leadership styles and refine approaches to elevate team performance and sustain a culture of excellence.

Competencies

- Leading Self
  - Managing Effort and Energy
- Leading Programs and Projects
  - Project Management

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- Supervisors/managers
- Individuals looking to take on supervisor/manager roles

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

The Essential Skills for the Unofficial Project Manager

3 Contact Hours   Cost: $0

Today's knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale. Project management isn't just about managing logistics and hoping the project team is ready to play to win. The skills of "informal authority" are more important than ever before, so team members are inspired to contribute to project success! This engaging course will help provide the mindset, skillset, and toolset to participants that will consistently deliver successful projects to completion.

Course Objectives:

- Define Project Fundamentals
- Identify Essential Project Management Skills
- Analyze Reasons for Project Failures

- Develop Foundational Project Management Behaviors
- Understand Key Project Deliverables
- Apply Effective Communication Strategies
- Utilize Project Management Tools
- Foster Team Engagement and Collaboration

Competencies

- Managing the Organization
  - Managing Change, Solving Problems and Making Decisions, Managing Politics, Influencing Others, Taking Risks and Innovating, Setting Vision and Strategy, Managing the Work, Business Acumen, Understanding and Navigating the Organization

- Leading Programs and Projects
  - Project Management, Critical Thinking, Problem Solving, Negotiation and Persuasion, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Establishing Self-Trust (Part 1)

2 Contact Hours   Cost: $0

This interactive training course explores Franklin Covey's First Wave of Trust – Self-Trust. During this course, you will explore the 4-Cores of Credibility and how they affect Self-Trust.

Course Objectives:

- Understand the cost of trust (trust taxes and dividends)
- Explain the 4-Cores of Credibility
- Identify your strengths as it relates to the 4-Cores of Credibility
- Understand how to include the 4-Cores of Credibility when building or enhancing relationships

Competencies

- Leading Self
  - Ethics and Integrity, Displaying Drive and Purpose, Exhibiting Leadership Stature, Managing Yourself, Increasing Self-Awareness
- Leading Others and Teams
  - Building Trust

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Establishing Relationship -Trust (Part 2)

2 Contact Hours   Cost: $0

This interactive training course explores Franklin Covey's Second Wave of Trust – Relationship-Trust. During this course, you will explore the 13 High Trust Behaviors, extending trust, and restoring trust.

Course Objectives:

- Identify characteristics of high trust relationships
- Define a Trust Account
- Define the 13 Behaviors of High Trust
- Identify Counterfeit Behaviors
- Understand how to develop, extend and restore trust

Competencies

- Leading Self
  - Ethics and Integrity, Displaying Drive and Purpose, Exhibiting Leadership Stature, Managing Yourself, Increasing Self-Awareness

- Leading Others and Teams
  - Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships, Managing Effective Teams
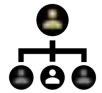
Pre-Requisites/Pre-Work

- **Pre-Requisites:** Establishing Self-Trust
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

LEARNING AND DEVELOPMENT

Extended DISC

3.5 Contact Hours   **Cost: $0**

An important factor toward increasing team achievement is for team members to identify and accommodate to the different behavioral styles and motivators of their co-workers. DISC participants learn four primary behavior types, become aware of differing communication styles, and how to influence better communication outcomes by accommodating the style of a co-worker(s).

Course Objectives:

- Identify the four main human behavior styles of DISC
- Understand who you are and how others perceive you based on your DISC Profile
- Understand that you can change and adapt over time based on your environment
- Read other people and better understand them
- Adjust your communication style to achieve your goals

Competencies

- Leading Self
  - Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability
- Leading Others and Teams
  - Communicating Effectively

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes / self-assessment

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Extended DISC and Managing Stress   2 Contact Hours   Cost: $0

Individuals are incredibly unique and respond very differently to stress and pressure. We are continually in situations where we deal with people, deadlines, changes, and emotions. The four DISC styles perceive, show, and respond to stress very differently. During this session, we will discuss the theory behind stress, the causes and signs of stress in the four styles and provide recommendations to better cope. By becoming more self-aware of how our DISC styles operate in challenging situations, we develop skills to control our stress.

Course Objectives:

- Understand the theory behind stress
- Discuss how stress affects the body and mind
- Recognize the primary causes of stress and signs of stress in the four DISC styles
- Learn how your "Stress and Time Management" reinforcement report can better help you to cope and manage stress based on your primary DISC style

Competencies

- Managing the Organization
  - Managing Change
- Leading Self
  - Managing Effort and Energy, Managing Yourself, Increasing Self-Awareness, Developing Adaptability
- Leading Others and Teams
  - Communicating Effectively

Pre-Requisites/Pre-Work

- **Pre-Requisites:** Extended DISC
- **Pre-Work:** 15 – 30 minutes / self-assessment

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Extended DISC and Team Culture

2 Contact Hours   Cost: $0

Culture is a frame of reference that members of a group have found beneficial in dealing with their common environment and have, therefore, retained and transmitted to successive generations.

Culture defines:
- How you communicate
- What is appropriate and what is not
- How you relate to other people
- How you approach problems

The goal of this interactive course is to understand more about your team's unique and dynamic culture based on the Extended DISC model. We will do an in-depth review of your "Team Culture Report". This workshop is a great opportunity for teams to take a deeper dive into Extended DISC and explore the intricacies of team culture.

Course Objectives:

- Describe the three types of teams: Homogeneous, heterogeneous, and diverted
- Describe what is typical about the DISC style cultures
- Recognize your team's DISC culture distribution and map
- Identify how your DISC style impacts team culture

Competencies

- Leading Self
  - Exhibiting Leadership Stature, Developing Adaptability
- Leading Others and Teams
  - Communicating Effectively, Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** 1) Extended DISC. 2) DISC assessment/profile
- **Pre-Work:** None

Attendees

- University teams

Register Now!

- Request an on-demand offering

## Lead with Trust: Inspiring Greatness in Teams

3 Contact Hours   Cost: $0

True leadership goes beyond managing tasks—it's about building trust, inspiring others, and empowering teams to reach their full potential. This course helps leaders make the critical shift from control to influence, fostering a culture of trust and motivation. By embracing a mindset of empowerment and inspiration, participants will learn how to unlock their team's greatness, encouraging personal growth and peak performance. This interactive experience offers actionable strategies for leaders at all levels to cultivate trust and lead with purpose.

Course Objectives:

- Understand how inspiring leadership unlocks higher performance and potential within teams.
- Analyze common challenges in developing an inspiring leadership style and discover strategies to address them.
- Implement key principles of leadership that emphasize trust-building and team empowerment.

Competencies

- Leading Self
  - Ethics and Integrity, Exhibiting Leadership Stature, Increasing Self-Awareness
- Leading Others and Teams
  - Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- Supervisors/managers

Register Now!

- [Register in Percipio](#) (portal login required)
- [Request an on-demand offering](#)

Lead with Your Strengths

3 Contact Hours   Cost: $49.99*

Your role as a manager is essential and challenging. The best way to lead confidently and lead well is to lead with your strengths. Your distinct Clifton Strengths Profile sets you apart from every other manager. This new report outlines the most powerful of your dominant 10 strengths. In this interactive class, you will discover practical ways to apply your strengths in your day-to- day routine with your team and how to use your strengths to become a better manager.

Course Objectives:

- Describe the Strengths-Based Theory Concept
- Understand Your Strengths as a Leader
- Understand the Four Domains of Team Strengths
- Describe the Trust-Based Leadership Concept
- Understand How To Apply Your Themes in a Leadership Role to Achieve Team Success

Competencies

- Leading Self
  - Ethics and Integrity, Displaying Drive and Purpose, Exhibiting Leadership Stature, Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability
- Leading Others and Teams
  - Building Trust, Developing Others, Valuing Diversity and Inclusion, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes / self-assessment

Attendees

- Supervisors/managers

Register Now!

- [Register in Percipio](#) (portal login required)
- [Request an on-demand offering](#)

*Price subject to change

Leading at the Speed of Trust

12 Contact Hours   Cost: $180*
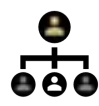
This interactive course builds on the Speed of Trust. This course provides supervisors/managers ways to build trust and relationships with their team, organization, clients, etc.

Course Objectives:

- Identify the trust gaps that exist in your team/department

- Recognize the tools to use to engage in the real work instead of paying outrageous "Trust Taxes" that erodes your bottom line

Competencies

- ·Leading Self
  - Ethics and Integrity, Displaying Drive and Purpose, Exhibiting Leadership Stature, Managing Yourself, Increasing Self-Awareness

- Leading Others and Teams
  - Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- Supervisors/managers

Register Now!

- [Request an on-demand offering](#)

*Prices are subject to change and may vary depending on the purchase of a Franklin Covey All-Access Pass.

Managing Stress in a Hybrid Environment

3 Contact Hours   Cost: $0

In today's ever-evolving work landscape, it's crucial to equip yourself with the skills to effectively manage stress in a hybrid environment. Our "Managing Stress in a Hybrid Environment" course is designed to help you navigate the complexities of balancing remote and in-office work while maintaining your well-being. Through a comprehensive exploration of stress and its sources, as well as the biology behind it, you'll gain the knowledge and tools necessary to thrive in this hybrid work setting.

Throughout this interactive course, you will engage in exercises and discussions to help you apply your newfound knowledge to your specific hybrid work situation. Whether you're an employee seeking personal stress management techniques or a manager striving to support your team, this course will equip you with the skills and insights needed to excel in the modern work environment. Join us on this journey to better manage stress and achieve a harmonious work-life balance.

Course Objectives:

- Understand the basic biological and psychological sources of stress
- Describe the impact of stress on the body
- Recognize common stressors created by hybrid work
- Apply tips and tools to head off and/or minimize the impacts of stress

Competencies

- Leading Self
  - Managing Yourself, Increasing Self-Awareness
- Leading Others and Teams
  - Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- Request an on-demand offering

Managing Up, Down, and Across: Forging Effective Relationships with Those Around You

3 Contact Hours   Cost: $0

People often talk about having a "bad" boss when what they really have is a "bad relationship" with their boss. Yes, your boss might not be perfect, but improving your relationship to "good" or even "great" is almost always possible. Is it fair for you to pick up all the responsibility? Not really — but with your career and happiness on the line it's well worth it to be proactive. When we can learn to create a more positive and productive relationships with those above and around us, we can become more successful and remove stressors – we can do this by learning to "manage up."

This interactive course will explore what it means to "manage up", the importance of understanding your manager and building strong relationships.

Course Objectives:
- Discuss the importance of managing up, down, and around
- Discuss the skills needed for influencing all around
- Develop an action plan based on the concepts from the workshop

Competencies
- Managing the Organization
  - Influencing Others
- Leading Self
  - Exhibiting Leadership Stature, Increasing Self-Awareness
- Leading Others and Teams
  - Communicating Effectively, Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships

Pre-Requisites/Pre-Work
- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees
- University staff and faculty

Register Now!
- [Request an on-demand offering](#)

Meeting Advantage

3.5 Contact Hours   Cost: $0

This dynamic and engaging course teaches individuals how to run effective meetings, how to maintain productivity during the meeting, and how to follow-through successfully after the meeting.

Course Objectives:

- Set standards for high-focus meetings
- Describe the three-step process to implement the standards
- Identify ways to deal with common behavior issues during meetings
- Use tools for planning high-focus meetings

Competencies

- Managing the Organization
  - Managing the Work
- Leading Self
  - Managing Effort and Energy

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](#)

LEARNING AND DEVELOPMENT

Overcoming Imposter Syndrome

2 Contact Hours   Cost: $0

People who struggle with imposter syndrome believe that they are undeserving of their achievements and the high esteem in which they are generally held by peers and colleagues. They feel that they aren't as competent or intelligent as others might think and that people will eventually discover the truth about them. Those with imposter syndrome are often well accomplished, having numerous academic degrees and various achievements under their belt.

In this course you will learn about the different types of imposter syndrome and constructive ways to overcome this negative thought cycle. You will learn to identify causes of imposter syndrome, look at the impact imposter syndrome has on job performance, and gain insight into the role of the learning process. You will learn strategies to overcome imposter syndrome while also identifying ways to support others who may be struggling.

Course Objectives:

- Define imposter syndrome
- Identify causes of imposter syndrome
- Understand how the learning process can lead to imposter syndrome
- Determine the impact imposter syndrome has on job performance

- Identify different types of imposter syndrome
- Determine strategies to overcome imposter syndrome
- Identify ways to support others dealing with Imposter Syndrome
- Develop a customized action plan

Competencies

- Leading Self
  - Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability

- Leading Programs and Projects
  - Critical Thinking, Problem Solving, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

The Path to Exceptional Productivity

5 Contact Hours   **Cost: $0**

In today's fast-paced world, constant demands on our time like emails, meetings, and notifications can overwhelm even the most organized individual, leading to feelings of busyness without real accomplishment. This course offers a proactive approach to managing the daily influx of distractions. Participants will develop essential skills to prioritize effectively, sharpen their focus, and achieve meaningful results both at work and in life. Through practical strategies and engaging activities, you'll learn how to cut through the noise and concentrate on what truly matters.

Course Objectives:

- Learn techniques to prioritize tasks and focus on what truly matters for greater productivity.
- Develop strategies to manage distractions like emails and notifications to stay on track.
- Improve time management skills to achieve meaningful results at work and in life.
- Apply practical tools to streamline daily workflows and enhance focus.
- Cultivate habits for long-term productivity that lead to sustained success and accomplishment.

Competencies

- Leading Self
  - Managing Effort and Energy
- Leading Programs and Projects
  - Project Management

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Performance Management

3.5 Contact Hours   **Cost: $0**

This course is designed to provide a foundation for supervisors/managers in the performance management of Classified Staff and University Staff.

Course Objectives:

- Identify the Performance Management Cycle
- Address the importance of Performance Planning and Evaluations
- Understand the Performance Planning and Evaluation timeline and process
- Discuss ways in providing feedback during coaching and evaluation meetings
- Locate resources to assist you with Performance Management

Competencies

- Managing the Organization
  - Understanding and Navigating the Organization
- Leading Others and Teams
  - Communicating Effectively, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- Mandatory for all supervisors/managers who manage Classified Staff
- Recommended for all supervisors/managers who are responsible for conducting performance evaluations

Register Now!

- Register in Percipio (portal login required)
- Register for the Percipio e-learning course (portal login required)

Presentation Advantage

8 Contact Hours   Cost: $0

Unproductive meetings and lost opportunities occur due to poor presentations. The lack of powerful methods to inform and persuade is one of the greatest hidden and pervasive costs of the 21st-century workplace. This dynamic and engaging course will help participants consistently deliver highly successful presentations. Participants will learn the mindsets, skillsets, and toolsets to better inform, influence, and persuade others in today's knowledge- based world.

Course Objectives:

- Define presentation success
- Identify the clear purpose to be achieve with the message
- Create a memorable introduction and conclusion
- Design visuals to increase attention to and retention to the message
- Manage questions and group dynamics

Competencies

- Managing the Organization
  - Influencing Others

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** Bring a presentation you are currently working on/need to create or one you have used in the past for course exercises/activities.

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Project Management Essentials

5-7 Contact Hours   Cost: $180*

Today's knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale. Project management isn't just about managing logistics and hoping the project team is ready to play to win. The skills of "informal authority" are more important than ever before, so team members are inspired to contribute to project success! This engaging course will help provide the mindset, skillset, and toolset to participants that will consistently deliver successful projects to completion.

Course Objectives:

- Understand that consistent project success depends on processes and people
- Identify project stakeholders, establish clear and measurable project outcomes, and create a well-defined project scope statement
- Create a realistic and well-defined project schedule
- Hold team members accountable to project plans
- Create a clear communication plan around the project
- Reward and recognize the contributions of project team members

Competencies

- Managing the Organization
  - Managing Change, Solving Problems and Making Decisions, Managing Politics, Influencing Others, Taking Risks and Innovating, Setting Vision and Strategy, Managing the Work, Business Acumen, Understanding and Navigating the Organization
- Leading Programs and Projects
  - Project Management, Critical Thinking, Problem Solving, Negotiation and Persuasion, Continuous Improvement

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- [Request an on-demand offering](#)

*Prices are subject to change and may vary depending on the purchase of a Franklin Covey All-Access Pass.

Talent Acquisition Best Practices & Processes

2 Contact Hours   **Cost: $0**

Are you eager to stay ahead in the dynamic job market and attract top-tier talent? Look no further! In this session, we'll examine the latest job market trends and equip you with the insights to navigate recruitment challenges successfully. Learn the art of crafting compelling job advertisements that attract the perfect candidates. Discover the power of inclusive recruiting practices and candidate care, ensuring a diverse and welcoming work environment at CU Anschutz. From start to finish, our experienced recruiters will guide you through the main phases of University Staff hiring . By the end of this course, you'll be equipped with the knowledge and skills to secure the best talent for your department. Don't miss this opportunity! This is Part 2 in the Talent Acquisition courses. See Understanding the Classification Process & Writing Effective Job Descriptions for Part 1.

Course Objectives:

- Discuss current job market trends and how they impact recruitment
- Write an effective job advertisement
- Apply inclusive recruiting practices – candidate care
- Describe the main phases in university staff hiring

Competencies

- Leading Self
  - Ethics and Integrity, Exhibiting Leadership Stature, Managing Yourself

Pre-Requisites/Pre-Work

- **Pre-Requisites:** Talent Acquisition Best Practices & Processes
- **Pre-Work:** None

Attendees

- HR Business Partners

Register Now!

- Register in Percipio (portal login required)

Tips for Interviewing at CU

2 Contact Hours   Cost: $0

In this course, we will dive deep into job interviews. We will share best practices, tips & tricks, do's & don'ts, and real-world examples to help you best prepare for your next job interview at CU. Topics will include: common interview practices at CU, networking & communication, typical interview questions, differences between phone/virtual/in-person interviews, handling acceptance or rejection, and more.

Group discussion and interactive exercises are woven throughout to personalize the material and advice provided. Our instructors are long time recruitment processionals with extensive experience both at CU and outside organizations of various types. YOU'RE HIRED!

Course Objectives:

- Understand the most common phases of the interviewing process at CU
- Learn practices to help you best prepare for your next interview
- Learn how to best present yourself and thrive in any interview format

Competencies

- Leading Self
  - Managing Effort and Energy, Managing Yourself, Increasing Self-Awareness

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)

Tips for Resumes and Cover Letters at CU

2 Contact Hours   Cost: $0

In this course, we will discuss the art of writing resumes and cover letters with specific focus on internal applications at CU. Our talent acquisition experts will be sharing best practices based on their experience and knowledge of these materials. In this session, our team will: share examples of do's and don'ts, provide examples of strong resumes/cover letters, discuss how to tailor a resume/cover letter to the job description, and offer interactive opportunities for more specific feedback and questions. Our goal is to provide you with the tools and knowledge to write resumes/cover letters that stand out in the application process. YOU'RE HIRED!

Course Objectives:

- Learn how to maximize the effectiveness of application materials by tailoring to the specific needs of any position
- Understand common applicant mistakes and reasons for rejection at various stages
- Understand the process of finding and applying to open positions as a current CU employee, and identify critical sections of a job posting
- Learn how to write strong cover letters and resumes that will help get you noticed and assist in your career development

Competencies

- Leading Self
  - Displaying Drive and Purpose, Managing Yourself

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)

Trust & Inspire

3 Contact Hours   Cost: $180*

This course is designed to help shift from styles of managing others to leading people, from position to influence, from controlling to trusting, and from motivation to inspiration. Individuals with this kind of leadership are inspired to become the best version of themselves and produce their best work.

This interactive course will explore how a change in mindset can help leaders change their mindset and unleash the potential in others.

Course Objectives:

- Recognize the extraordinary potential and performance unleashed by Trust & Inspire leaders
- Identify barriers to becoming a Trust & Inspire leader and explore solutions for each
- Apply the fundamental beliefs of Trust & Inspire leaders

Competencies

- Leading Self
  - Ethics and Integrity, Exhibiting Leadership Stature, Increasing Self-Awareness
- Leading Others and Teams
  - Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships, Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- Supervisors/managers

Register Now!

- [Request an on-demand offering](#)

*Prices are subject to change and may vary depending on the purchase of a Franklin Covey All-Access Pass.

Understanding Emotional Intelligence

3.5 Contact Hours **Cost: $0**

Developing emotional intelligence is a life-long journey. It is important to develop because it separates those who know themselves well and take personal responsibility for their actions from those who lack self-awareness and repeat the same mistakes. In the workplace, it is important to develop because it separates those who build rapport, have influence, and collaborate effectively with others from those who are demanding, lack empathy, and are therefore difficult to work with.

This interactive course will provide a foundation for understanding the concepts of emotional intelligence, emotional triggers, and how our thoughts and behaviors can influence how we manage our emotions.

Course Objectives:

- Define emotional intelligence
- Identify the three parts of the brain that trigger responses
- Describe the difference between the automatic and reflective system brain
- Describe the four quadrants of emotional intelligence and 18 competencies
- Describe the Johari Window
- Recognize how self-awareness + self-management leads to agile thinking
- Describe the emotions, thoughts, and behaviors holistic model and behavioral principles

Competencies

- Leading Self
  - Ethics and Integrity, Exhibiting Leadership Stature, Capacity to Learn, Managing Yourself, Increasing Self-Awareness, Developing Adaptability
- Leading Others and Teams
  - Communicating Effectively, Building Trust, Valuing Diversity and Inclusion, Building and Maintaining Relationships

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 15 – 30 minutes

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering

Understanding the Classification Process & Writing Effective Job Descriptions

2 Contact Hours   Cost: $0

In this interactive course, participants will dive into the complexities of the job evaluation process. The session will cover essential aspects of job evaluation such as job families, subfunctions, and Unique Comp Codes (UCCs). We will discuss the purpose and power of an effective job description and learn best practices directly from experienced recruiters. By the end of the session, individuals will be equipped with the knowledge and insights to create captivating job descriptions for University Staff positions. Don't miss this opportunity to master the art of classification! This is Part 1 in the Talent Acquisition courses. See Talent Acquisition Best Practices & Processes for Part 2.

Course Objectives:

- Understand the job evaluation process – job families, subfunctions, and UCCs
- Understand the purpose and structure of a job description
- Identify best practices for writing an effective job description with recruiter insight

Competencies

- Managing the Organization
  - Business Acumen, Understanding and Navigating the Organization
- Leading Others and Teams
  - Managing Effective Teams

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- HR Business Partners

Register Now!

- Register in Percipio (portal login required)

Working with Employees with Health Conditions

2 Contact Hours   Cost: $0

The course is designed to assist managers and supervisors to successfully navigate the challenges of implementing a variety of relevant policies and procedures as they relate to an employee who may be experiencing a medical condition(s). In this course, we will address the needs of employees, as well as the concerns of supervisors, managers and unit leaders, when sick leave, Family Medical Leave (FML), Parental Leave, and reasonable accommodations under the Americans with Disabilities Act (ADA) are requested or required.

Course Objectives:

- Identify the basics of sick leave, FML, parental leave, and ADA

Competencies

- Managing the Organization
  - Business Acumen, Understanding and Navigating the Organization
- Leading Others and Teams
  - Valuing Diversity and Inclusion

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** None

Attendees

- Supervisors/managers
- HR Business Partners

Register Now!

- Register in Percipio (portal login required)

LEARNING AND DEVELOPMENT

Writing SMART Performance Goals

3 Contact Hours   Cost: $0

This interactive course helps individuals understand the difference between hard (technical) and soft (social/interpersonal) skills and how to effectively develop SMART performance goals for each. Individuals are asked to bring two performance goals they are looking to incorporate into their annual performance review as the final exercise will help you to develop these goals.

Course Objectives:

- Describe the difference between "hard" and "soft" skills
- Describe the components of a SMART goal
- Develop SMART goals for both "hard" and "soft" skills
- Understand the importance of developing an action plan and trailing goal program

Competencies

- Leading Others and Teams
  - Communicating Effectively

Pre-Requisites/Pre-Work

- **Pre-Requisites:** None
- **Pre-Work:** 2 goals you would like to develop into SMART Goals

Attendees

- University staff and faculty

Register Now!

- Register in Percipio (portal login required)
- Request an on-demand offering
- Register for the Percipio e-learning course (portal login required)